



**The City of Santa Clara
California**

EMPLOYMENT OPPORTUNITY

ELECTRIC UTILITY ENGINEER #71-08-428

Open/Competitive

MONTHLY SALARY RANGE:

\$ 7,417 - \$ 9,023 (Longevity Pay up to \$ 9,459)

QUALIFICATIONS: Applicants, at time of filing application, must possess the following qualifications:

- Age: Minimum - 18 years
- Graduation from an accredited college or university with:
 - a) a Bachelor's Degree in Electrical Engineering and two (2) years experience doing electric utility engineering work, or
 - b) a Bachelor's Degree in Engineering and three (3) years experience doing electric utility engineering work.

Possible Substitutions:

- Candidates from a non-accredited college or university must demonstrate educational equivalency by registration as a professional electrical, mechanical, or civil engineer in the State of California.
- A Master's Degree in Electrical Engineering from an accredited college may be substituted for one (1) year of experience.
- In lieu of a degree in engineering and the required experience indicated above, an Engineer-in Training Certification with ten (10) years of experience in electric utility engineering work is qualifying.

Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test.

LICENSE AND OTHER REQUIREMENTS:

- Applicants, at time of filing application, must possess a valid California Class C driver's license is required.
- May work unusual hours in emergency situations, or while acting as duty supervisor, or at other than the regular job site.
- Must be able to perform all of the essential functions of the job assignment.

DISTINGUISHING CHARACTERISTICS OR SPECIAL CONDITIONS:

An incumbent in this position may be assigned to work in the generation, substations, transmission, distribution, planning, protection, or operations groups of the Electric Utility Department, as the need is determined.

APPLICATIONS:

Application packets must include an Employment Application and Supplemental Application; applicants who do not submit all required application materials will be disqualified from the examination process. An "on-line" Employment Application can be downloaded from the following website address: http://www.ci.santa-clara.ca.us/hr_resources/hr_employ_opportunities.html or obtained at the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

Applicants with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, call TTY (408) 984-3042. Individuals requesting accommodation for the examination must notify Human Resources at the time of application.

FINAL FILING DATE:

Incomplete application packets will not be accepted. Completed Employment Application and Supplemental Application must be received by the Human Resources Department, City Hall, West Wing-Lower Level, 1500 Warburton Ave., Santa Clara, CA, 95050 **no later than 5:00 p.m. Tuesday, December 9, 2008.** FAX number is (408) 247-5627.

October 8, 2008

DATE OF ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

71-08-428

RECRUITMENT NUMBER

ELECTRIC UTILITY ENGINEER # 71-08-428 (continued)

EXAMINATION WEIGHTS/DATES:

Written Supplemental Examination	---	Qualifying	---	At time of application
Oral Examination	---	100 %	---	Week of December 29, 2008 (Tentative)

All candidates must attain a passing score on each phase of the examination process to qualify for the Eligible List. A department interview will be required prior to appointment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: engineering principles, practices, procedures, materials, and equipment used in the design, cost estimation, analysis, construction, operation, repair and maintenance of electric utility generation, substations, transmission, distribution, protection, street lighting, metering, and other electric utility facilities; principles and theory of electric utility design, construction, operation and maintenance (i.e., power generation, transmission, and distribution systems).

Ability to: understand and follow oral and written instructions; analyze engineering problems of moderate complexity; calculate and report solutions; communicate effectively verbally and in writing; deal tactfully and courteously with others; effectively interface with the general public including customers and other City employees; work in a team based environment and achieve common goals; handle multiple priorities, organize workload, and meet strict deadlines; and bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties.

TYPICAL DUTIES:

Each position in this classification may not include all of the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction: designs, assists in coordinating the design of, and manages electric utility system projects, including: generation facilities, electric substations, protection systems, overhead and underground transmission and distribution lines, supervisory control facilities, street lighting, and other electric system facilities; prepares and/or assists in the preparation of design and construction standards, equipment procurement specifications, construction specifications and drawings, design procedures, test procedures, and safety procedures for electric facilities; performs and/or assists in power system studies such as protective coordination, fault studies, power flows, service reliability, power quality, etc.; prepares, supervises, or assists in the preparation and maintenance of circuit maps, diagrams, construction drawings, charts, and plans; may provide assistance to all classes of customers, developers, the utility business office, and to other City Departments on technical matters relevant to electric utility services; may provide assistance to technical and financial inputs for projects in electric utility budget; may act as duty supervisor during periods outside of regular working hours during emergency situations or while on local or remote job construction sites; and performs other related duties as assigned.

VETERAN'S PREFERENCE POINTS:

This position qualifies for Veteran's Preference Points. Applicants who have separated from service (Active Duty Status) must submit proof of honorable discharge (Form DD214) with their application at time of filing.

BENEFITS:

The City participates in the California Public Employees' Retirement System (2.7% @ 55) integrated with Social Security. A summary of benefits for this position may be obtained online at <http://www.ci.santa-clara.ca.us/pdf/benefitunits/BenefitInfo4.pdf> or from the Human Resources Department.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

CITY OF SANTA CLARA
HUMAN RESOURCES DEPARTMENT
1500 WARBURTON AVENUE
SANTA CLARA, CA 95050



City of Santa Clara

SUPPLEMENTAL APPLICATION Electric Utility Engineer #71-08-428



FINAL FILING DATE: Tuesday, December 9, 2008

Name (Last, First, Middle): _____

As specified in the job announcement, **all applicants must complete this Supplemental Application** in order to be considered for this position. This questionnaire is designed to assist in evaluating your qualifications for this position; therefore it is to your advantage to be as **specific, complete, and clear** as possible. Your answers to these questions, along with the rest of your application materials, will be used to help select the **most qualified candidates** who will continue in the selection process. Applications submitted without **complete answers to all questions** in this Supplemental Application will be **automatically disqualified**. A résumé or Letter of Interest and Intent will not be accepted in lieu of the Supplemental Application.

Respond fully to each question, describing your specific relevant education, training, and/or experience. **Responses must be typewritten** (word processed) and limited to one 8 1/2" X 11" page per question (font size no smaller than Arial 10-point); any information that exceeds the one page per question will not be considered. Please **sign this document** below and submit it along with all completed application materials to: City of Santa Clara; Human Resources Department; 1500 Warburton Avenue; Santa Clara, CA 95050.

I – Education

1. Undergraduate Degree: _____ Year: _____
Institution: _____
2. Graduate Degree: _____ Year: _____
Institution: _____
3. Other Degree: _____ Year: _____
Institution: _____

Other Degree: _____ Year: _____
Institution: _____
4. Continuing Education:
a) Degree: _____ Year: _____
Institution: _____ Units/Hours: _____

b) Degree: _____ Year: _____
Institution: _____ Units/Hours: _____
5. Registration / Certification
a) Engineer-In-Training Certificate Number: _____
b) Professional Engineering Registration Number: _____
State: _____ Expiration Date: _____
6. Professional Affiliations:
1.
2.
3.
4.

ELECTRIC UTILITY ENGINEER # 71-08-428 (continued)

City of Santa Clara
Supplemental Application
Electric Utility Engineer

II – Training and Experience

Please describe your training and work experience in the following area of electric utility engineering for substation, transmission, distribution, and generation facilities. Describe any projects worked upon which demonstrate your ability and experience in these areas.

1. System Design and Standards Development

2. System Capacity Planning

3. Protection System Application & Coordination

4. System Operations & Maintenance / Reliability Enhancement

5. Construction / Project Management

6. Other Electric Utility Work

With my signature below, I affirm that my responses to the above questions are true to the best of my knowledge. I further understand that providing false or misleading information is grounds for disqualification from the examination process or termination after employment.

SIGNATURE

DATE